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Director

City and County of San Francisco  
**Department on the Status of Women**



**Public Policy Fellow Focused on Family Violence**

**Issued Monday, July 9, 2018**

The San Francisco Department on the Status of Women is seeking a college or graduate student or recent college graduate for the Public Policy Fellow position that will be focused on Family Violence. The fellowship will run for a 10-month period from September 2018 – June 2019. The Fellow will be expected to work in the Department's Civic Center office three to four days a week during regular business hours and occasional evening events, for a minimum of 24-hours and maximum of 32 hours per week. A stipend of \$15/hour is available for the Fellow position. The position reports to the Department's Women's Policy Director.

**About the Fellowship**

The fellow will spend the majority of their time working with the Family Violence Council, which was established in 2007 to coordinate services, collect data and analyze trends, and advise the Mayor, Board of Supervisors, and Courts on issues related to domestic violence, child abuse, and elder/dependent adult abuse. The Family Violence Council is chaired by three community advocates each representing an area of family violence and comprised of representatives from social services agencies, law enforcement, courts, and the school district, among others.

For more information on the Family Violence Council please visit the following website:

<https://sfgov.org/dosw/family-violence-council>.

**Examples of Activities and Tasks**

The Public Policy Fellow will be expected to carry out the following tasks:

- Plan, coordinate, and staff meetings of the Family Violence Council;
- Assist with implementation of goals identified by the Council;
- Collect and analyze data for the Family Violence Report;
- Draft a Family Violence Report;
- Maintain the website for the Council;
- Other research and assignments as needed.

**Application Submission and Deadline**

Applicants should send a resume and a cover letter that addresses the following:

- Reason for interest in the Department on the Status of Women;
- Experience relevant to violence against women/family violence;
- Administrative experience and organizational skills;
- Experience with data collection, analysis, and report writing;

- Ability to work independently.

Submit application materials in one of the following methods:

Email [DOSW@sfgov.org](mailto:DOSW@sfgov.org) with "Family Violence Fellowship [First and Last Name]" on the subject line.

Mail: Department on the Status of Women  
ATTN: Family Violence Fellowship  
25 Van Ness Avenue, Suite 240  
San Francisco, CA 94102

Applications will be accepted until position is filled. Interviews will be held as applications are received. Start and end date is negotiable.

Individuals from diverse backgrounds and experiences are encouraged to apply. The Department is dedicated to nondiscrimination principles, equal opportunity employment, and does not discriminate. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information (height or weight), marital status, sexual orientation, gender, gender identity, gender expression, political affiliation, military and veteran status, or other protected category under the law.